

DIRECTOR OF PUBLIC WORKS

POSITION SUMMARY: Plans and directs the activities and programs of the departments and all divisions of public works and utilities. Ensures progress toward strategic goals as well as guides the administrative and technical work of public works, public service, engineering, traffic engineering, fleet services, water distribution system and plant, wastewater collection system and plant. Emphasis is placed on analyzing capital needs, analyzing rates, developing financial goals, and budgeting. The scope of responsibility includes technical, administrative, and professional work related to public works and utilities to ensure the adequacy and sustainability of the City's future utility, street, roads, and infrastructure needs. This position manages personnel and organizes activities to ensure the effective, efficient, orderly, and secure operation of the public works and utilities. Emphasis is placed on advising and consulting with the city manager in determining goals and strategic plans. This is a department head position which will partner with members of the City's leadership team.

SUPERVISION RECEIVED: Work is performed under the city manager or designee.

SUPERVISION EXERCISED: Supervision is exercised over departmental personnel.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Plans, organizes, and directs all aspects of Public Works and Utilities including personnel, budgeting, planning, and general administration. Develops departmental mission and long-term plans to realize goals in accordance with community needs, demographic trends, and City vision.
2. Assesses Department operations, staffing levels, facilities, and equipment. Analyzes capital needs and rates. Takes necessary steps to improve operations and recommends rate structure. Develops financial goals, supports, controls, and administers the budget for the departments in accordance with accepted fiscal practices, and state and local regulations.
3. Directs the recruitment and hiring of department personnel directly and through designee(s). Supervises personnel, evaluates performance, and oversees training and professional development. Assists in problem resolution and takes disciplinary action according to established procedures.
4. Directs and recommends policy for public works, engineering design and construction, inspection of public improvements, motor pool/fleet services, streets, water distribution system, wastewater collection and treatment system, traffic engineering and maintenance and related areas.
5. Implements and supports the various departmental programs through representation on interagency councils and committees, through cooperative planning and effective working relationships with other governmental agencies and public and private groups. Groups may include but are not limited to metro committees, state agencies, water and sewer service groups, cooperatives and wholesale customers.
6. Confers with relevant directors and department heads on matters that may require their respective department's expertise and involvement. This may include, but is not limited to, facilities, finance, human resources, and information technology.

7. Recommends the acquisition and sale of property to best serve the interests of the community.
8. Directs, coordinates and personally participates when required by circumstances in any and all activities of the department. Coordinates activities of the department during emergencies and disasters.
9. Keeps abreast of regulatory developments, new administrative techniques and current issues through continued education and professional growth. Maintains cooperative relationships with peer agencies, schools, boards, commissions, volunteers, citizens and other governmental units. Attends conferences, workshops and seminars, as appropriate.
10. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in science, water technology, engineering or a related field. A master's degree in an appropriate field of study is preferred.
- B. May be required to possess a State of Michigan issued license as a registered professional engineer.
- C. Ten years of job-related experience with progressively increased management responsibility.
- D. Considerable knowledge of professional public management techniques involved in budgeting, personnel administration, labor relations, public relations, procurement and contract administration, and project management. Establishes professional working relationships with department directors and works proactively and collaboratively with city manager and department directors.
- E. Demonstrates proficiency in the use of information technology including software applications related to areas of responsibility and has the ability to quickly learn other technology as necessary.
- F. Proven ability to think strategically, communicate effectively and maintain favorable public relations in routine and emergency situations and under stressful conditions.
- G. Effectively communicates ideas and concepts orally and in writing and makes presentations in public forums.
- H. Demonstrates ability to effectively train, lead and motivate employees and supervise and evaluate the work of others.
- I. Demonstrates ability to persuade others and analyze complex information.
- J. Has established effective and cooperative working relationships and uses tact, good judgment and resourcefulness when working with superiors, associates, subordinates, vendors, volunteers, other organizations, and the public.

- K. Comprehensive and broad knowledge of the principles and accepted practices and procedures of public works, water, and wastewater administration, organization, and operation.
- L. Proven ability to maintain a professional leadership image to the organization and to the public at all times. Ability to routinely demonstrate a commitment to the mission, vision, and values of the department and the City.
- M. Possession of a valid, Michigan motor vehicle operator's permit.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in an office setting. The employee may regularly be required to travel to multiple locations within the City, to other communities, and out of state. Duties may be performed in and around utility plants and construction sites. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are dangerous. The employee may be exposed to uncontrollable environments and circumstances, which may include working in confined spaces, at various heights and in all types of weather conditions. The employee is required to drive in inclement weather.

Format Revised April 2005
Revised November 2008
Revised March 2020